



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
WASHINGTON BOARD OF LICENSURE
FOR LANDSCAPE ARCHITECTS
REGULAR BOARD MEETING MINUTES**

DATE: October 27, 2022

TIME: 10:00 AM

LOCATION: Video Conference

BOARD MEMBERS PRESENT: Deborah Peters, Chair
Daren Crabill, Member
Sharon Robinson-Losey, Public Member

BOARD MEMBERS ABSENT: Len Zickler, Member
Curtis LaPierre, Vice Chair

STAFF PRESENT: Aneesa Bonham, Customer Service Specialist 2
Bill Dutra, Assistant Administrator
Deb Allen-Ba, Assistant Administrator
Elizabeth Lagerberg, Assistant Attorney General
Grace Hamilton, Investigator
Julia Manley, Assistant Administrator
Saundra Schaefer, Program Specialist 3
Susan Nieves, Program Specialist 3
Sydney Muhle, Program Specialist 5

1. Call to Order

Board Chair Deborah Peters called the meeting to order at 10:00 AM.

1.1. Introductions

Program Specialist Sydney Muhle conducted roll call for Board Members and Staff.

1.2. Order of Agenda

Board Member Daren Crabill made a **MOTION** to approve the agenda as presented.
Board Member Sharon Robinson-Losey **SECONDED** the motion, and it passed unanimously.

1.3. Approval of Minutes: July 28, 2022

Board Member Crabill made a **MOTION** to approve the agenda as presented. Board Member Robinson-Losey **SECONDED** the motion, and it passed unanimously.

2. Old Business

2.1. Review Master Action Items List

Ms. Muhle reviewed Master Actions Item List with Board.

3. New Business

3.1. 2022 CLARB Annual Meeting Report

Chair Peters provided a review of Council of Landscape Architectural Registration Board's (CLARB) annual meeting. The keynote speaker was James Hader from International Federation of Landscape Architects (IFLA). He gave a global perspective on landscape architecture. His real concern was about the practice of landscape architecture, defining the scope of practice and defining how we train and maintain consistency. European regulation is managed by the European Union (EU) and the Landscape Architects work only under the umbrella of an architect. Australia has only 25% of the needed landscape architects. Using student internships could get people up to speed and building their license, remaining relevant, and the future of board work with licensure.

High value opportunities are, issuing licenses, enforcement and discipline, regular review of statutes, education, outreach and engagement in the larger community of CLARB.

Students are coming and studying in the US and applying for their license. We're becoming a more global community and will continue to be more global.

CLARB's intentions are ensuring fair and equitable access to licensure and ensuring highly educated staff members and board members and partnering with sister design professions.

CLARB is helping us look at direct registration for the Landscape Architect Registration Examination (LARE), streamlining licensure, building strong relationships, and reviewing our rules and statutes.

Interesting opportunities within Washington State, are kindergarten through 12th grade education and outreach to introduce people into a licensed profession. Following up on inactive status and people who are behind on their CEU's to ensure that they stay current with their licensure. Looking at succession planning and how we could facilitate that process.

Uniform closed the third day, implementation was discussed, and Wyoming, Alaska and Colorado participated in implementing uniform standards. We should discuss what it would take to implement uniform standards.

Final major presentation was about promoting agile standards. Always looking at it through the lens of our values, expressed values in CLARB are to lead with vision, aspire to excellence, act with integrity, engage as a good steward, foster, and demonstrate thought, leadership and design as well as designing collaboratively.

Education opportunities we can bring up to legislators when they ask, why do we license landscape architects? It's an economic issue for our consumers. It provides growing access to excellent jobs for younger and underrepresented people which also has a Diversity, Equity and Inclusion component.

3.1.1. Election Results

Assistant Administrator Julia Manley provided CLARB's Board of Directors election results. President-elect is Lea Ann Macknally, appointed Board Members are Nicole Crutchfield, Edward Kinney, Ramon Murray and Brian Verardo.

Two new members of Leadership Advisory Council (LAC): Ryan Collins and Mark Taylor.

Chair Peters encouraged the board members to run for elected positions in CLARB.

3.1.2. Future Annual Meeting Locations

September 20-22, 2023, and will be in region five. A specific city has not been announced yet.

3.2. WASLA Conference Report

Ms. Muhle will reach out to Vice Chair Curtis LaPierre for a report. Will be on next meeting agenda.

3.3. 2023 Meeting Schedule for Adoption

Ms. Muhle presented the proposed meeting time of 10:00 AM on the following dates: February 9, 2023, May 11, 2023, August 10, 2023, and November 9, 2023.

Board Member Crabill made a **MOTION** to approve the meeting schedule. Board Member Robinson-Losey **SECONDED** the motion, and it passed unanimously.

3.4. Applicant Supervision Requirement Discussion

Ms. Manley introduced an email from a former board member asking if they can supervise an applicant for licensure who is not employed by the former board member.

Assistant Attorney General (AAG) Elizabeth Lagerberg clarified supervision in the context. It is an unusual way to do it, but it is not prohibited.

The Board discussed the request for further clarification/understanding. This has been discussed at CLARB, there is not an agreed definition of "direct supervision,"

so it needs to be determined on a case-by-case basis whether the situation is enough supervision to fall under the term. "Signed off" is not necessarily applicable to this situation.

Chair Peters proposed to treat it like non-traditional education by assigning it to a board member for review and determination based on the rules and laws. Ms. Lagerberg clarified the result of the discussion to be a case-by-case basis and can be decided without setting precedent.

3.5. Outreach Discussion
Tabled to next meeting.

4. Complaint Cases for Review *

4.1. 2021-07-1644-00LAN (LaPierre)

Investigator Grace Hamilton: Complaint received in July 2021. License expired in 2012. Department of Licensing (DOL) required back fees and continuing education. Respondent's license is now current and active.

Board Member Crabill made a **MOTION** to close with no further action. Board Member Robinson-Losey **SECONDED** the motion, and it passed unanimously.

5. Legal Issues for Deliberation*

None.

6. Disciplinary and Investigation Reports

6.1. Closed Session Deliberation Report

None.

6.2. Disciplinary Cases Report

None.

6.3. Administrative Closures Report

Ms. Muhle reviewed the complaint status report. Ms. Hamilton clarified that the 9 with n/a are already closed and do not need to be assigned. The one under Manager Review is being reviewed by Board Member Crabill.

7. Assistant Attorney General's Report

None.

8. Committee/Task Force Reports

8.1. Charter Review Committee

Chair Peters state the committee has done its part and is waiting on the DOL.

Ms. Muhle gave a status update, working on the nine individual pieces. Once it is complete, will be consolidated and sent to Ms. Lagerberg for review, who will send it to the Board for final comment. The goal is to have it to the Board by February.

8.2. WAC Review Committee

Ms. Manley sent notes to Board Member Crabill's new email address this morning. Making progress. Will also send notes to Ms. Lagerberg.

9. Board Staff's Report

9.1. Program Operations

9.1.1. Board Executive's Report

Ms. Manley provided a review of the reports.

Board Member Len Zickler had submitted his resignation today, effective immediately. Staff will begin a recruitment. Mr. Zickler will be invited to a future meeting to thank him for his service.

Ms. Muhle provided a review of the organization chart and update on the re-organization.

Board Member Crabill asked if we have applicants?

Ms. Allen-Ba shared recruitments go through the Governor's office and Board and Commission Support Services have forwarded Mr. Zickler's resignation to get the process started. If you know anyone interested, please guide them to the Governor's website.

Action Item: Provided update on vacant Administrator recruitment.

9.1.2. Fee Increase Discussion

Chair Peters feels the fee increase will create a barrier to licensure.

Ms. Allen-Ba explained there was a paused fee increases due to Covid. DOL has been absorbing them, even though the costs have not gone down. We try to keep fees as low as we can and still maintain doing business, but we need to increase fees.

Chair Peters voiced that Landscape Architects are one of the low-cost boards, simply there are not a lot of complaints/investigations. If they were on billable hours, this may not be an accurate reflection and it's not fair.

Ms. Allen-Ba shared; the work is the same regardless of the number of complaints. It's based on percentages, not billable hours. There will be a hearing before the end of the year and that would be an opportunity for members to comment on the fee increases.

Ms. Lagerberg confirmed with Ms. Allen-Ba that the fee increase will be in WAC and a Small Business Economic Impact Statement will be done which will address some of Chair Peters concerns

ACTION ITEM: Ms. Allen-Ba to provide Small Business Economic Impact Study at the next meeting.

9.2. Department of Licensing – Regulatory Compliance, UCC and Firearms (RCUF)
Professional License Administrator Andrea Nygard introduced herself and provided information about RCUF.

9.3. Other Items

9.3.1. Annual Board Training

Ms. Muhle provided annual training for the Open Public Meeting Act, Ethics, Public Records Disclosure, and Parliamentary Procedure training.

Ms. Muhle answered a question about de minimis use. She confirmed that de minimis use does not apply to work with CLARB as it is not work that benefits Board members on an individual level.

Ms. Muhle will send an affidavit for training participation to Board Members for signatures. Board Members should sign and return to Alyssa Woods.

10. Other Business

10.1. Any Other Business

None.

10.2. Action Items from This Meeting

Approval of recommendation from Vice Chair LaPierre's case.

Discussion about recruitment for board vacancy and members terming out.

Return an answer on the Small Business Impact Statement.

10.3. Agenda Items for Next Meeting

WASLA Conference

Outreach Discussion

11. Public Comment/Presentations

None.

12. Adjourn Business Meeting

Chair Peters **ADJOURNED** the meeting at 11:46 AM.

Next Board Meeting:

TBD

Submitted by: Debra Allen-Ba
Debra Allen-Ba, Assistant Administrator

February 9, 2023
Date

Approved by: Deborah Peters
Deborah Peters, Chair

February 9, 2023
Date